

# Advance Rockhampton Event Sponsorship Application Form



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when requesting financial support for Advance Rockhampton events.

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## Applicant Details

Organisation name:

ABN:

Contact name:

Postal address:

Preferred contact number:

Email:

Incorporation number: *(if not an incorporated association, please provide name and incorporation number of sponsoring organisation)*

Other grant funding previously received from Advance Rockhampton and/or Rockhampton Regional Council:  Yes  No

Please provide details:

## Public Liability Insurance *(please note a copy of your public liability insurance and indemnity statement must be provided)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

## Declaration

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

*(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project or event.)*

Name:

Name:

Position in organisation:

Position in organisation:

Signature:

Signature:

Date:

Date:

## Supporting Documentation

The following attachments must be provided to allow for consideration of your application:

- Application form fully completed and signed by two executive officers;
- Copy of current Public Liability Insurance and Indemnity Statement;
- Copy of Certificate of Incorporation;
- Photos, brochures, programs and media examples of past events;
- Letters of support or endorsement; and
- Any other relevant information or material.

## Event Details

Event name:

Event location:

Event date and time:

Event description:

*Response must include:*

- Objectives; and
- What the event will be.

## Needs and Outcomes

Need for event:

*Response must include:*

- Need and how it was determined;
- Is there a similar event already held; and
- Any cooperation with other groups in developing proposal.

Economic outcomes:

*Response must include the following:*

- Number of expected participants;
- Number of participants outside Rockhampton Regional Council area;
- Number of participants requiring paid accommodation; and
- How Advance Rockhampton's contribution will be acknowledged.

Organisational capacity:

*Response must include:*

- How the organisation will manage the project;
- Experience with similar events; and
- Details of any required plans or approvals (eg traffic management, food and liquor licencing).

**Event Budget** *(Must include details of all costs relevant to the event)*

Income		Expenditure	
Source	\$	Expense	\$
Organisation contribution		Venue hire	
Assistance requested from Advance Rockhampton		Food/beverage	
Other cash grants or sponsorship <i>(please list)</i>		Merchandise for sale	
		Permits/approvals/licenses	
		Entertainment	
In-kind sponsorship <i>(please detail)</i>		Travel and accommodation	
		Equipment hire	
Entrance fee		Marketing and promotion	
Workshop/session fees <i>(please list)</i>		Wages <i>(for the event)</i>	
		Other <i>(please list)</i>	
Food/beverage sales			
Merchandise/product sales			
Other income <i>(please list)</i>			
<b>Total income:</b>	<b>\$</b>	<b>Total expenditure:</b>	<b>\$</b>